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Members of the public and press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by the Local Government Act 1972 Section 100 unless precluded by the Town Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the beginning of the meeting providing that prior notice has been given to the Town Clerk.

As issues raised during the public session may not relate to items on the agenda no resolution for action can be taken. A record of public participation shall not be included in the Minutes, but as an appendix note to the Minutes of the meeting.

Wednesday 25th August 2021

To: Cllrs D Crisfield, G Mayall, A McGuire (chair) and T O'Connor. Cllrs Matt Harrison and Sharon Hale as Ex-Officio.

You are summoned to the **Meeting of Human Resources Committee** to be held at **7.00 pm** on **Tuesday 31st August 2021** at the **Council Chamber, Mendip District Council Offices, Shepton Mallet, BA4 5BT** where the following business will be transacted.

Yours sincerely

Councillor Matt Harrison
Chair of the Town Council

AGENDA FOR HUMAN RESOURCES COMMITTEE

Covid-19 Statement – See Appendix A

Tuesday 31st August 2021

Public question time, not to exceed 30 minutes

If a member of public wishes to share a document with council, these documents must be submitted to Town Clerk by noon on the day of the meeting.

HR2.1 Apologies for absence

To receive any apologies for absence

HR2.2 Declaration of interest of matters related to this agenda

HR2.3 To consider the resolution to exclude the public and press in order to consider confidential matters in relation the following business

HR2.4 Project Officer Maternity Leave Cover

To receive a written report from the Responsible Financial Officer (RFO) on a temporary replacement for the Project Officer to cover maternity leave.

HR2.5 Engagement Locum Town Clerk

To receive and agree to a written report from the Responsible Financial Officer (RFO) on the steps required to engage of a locum Town Clerk

HR2.6 Recruitment of New Town Clerk

To receive and agree to a written report from the Responsible Financial Officer (RFO) on the recruitment of a new Town Clerk

HR2.7 Outgoing Town Clerk

To receive and agree to a written report from the Responsible Financial Officer (RFO) regarding the outgoing Town Clerk.

HR2.8 Date & Time of Next Meeting

The next meeting of the Human Resources committee will be held on 21st September 2021.

Appendix A – Covid-19 Statement

Management of Meetings at Shepton Mallet Town Council after 17 May 2021

1. Councillors and members of the public must enter the hall one at a time at least 2m apart, unless they are from the same household.
2. Councillors and the public must use the hand sanitiser provided on entering the hall.
3. Members of the public will be required to provide contact details in the privacy register.
4. Windows/doors will remain open to allow sufficient ventilation.
5. Members will be seated to socially distance and the chairs must not be moved to any other location at any time during the meeting.
6. Face masks must be worn unless speaking to an item on the agenda.
7. No papers will be circulated at the meeting.
8. A copy of the agenda will be displayed but copies will be provided for members of the public.
9. Members of the public will be provided with seats at least 2m away from Councillors and will need to sit at least 2m apart, unless they are from the same household.
10. Councillors and public must leave the hall one at a time at least 2m apart, unless they are from the same household.
11. Councillors and members of the public are encouraged to bring their own water to drink, if required.
12. Should the number of public wishing to attend result in there being more than the maximum number of people allowed in the main hall under the various regulations, the agenda may be varied to allow for each to hear the debate on the item for which they have attended. If all members of the public attending for one particular item result in there being more than the maximum number of people allowed in the main hall under the various regulations, the Chairman may decide to defer the item or to deal with it in such a way as to hear all the contributions. One such way of dealing with the matter is for the meeting to adjourn outside where social distancing could be reduced to 1.5m.
The verbal instructions of the Clerk and/or Chairperson in respect of compliance with these guidelines, the risk assessments and/or the various Covid-19 regulations must be complied with at all times for the safety of all those attending or wishing to attend.